

## Government Content Team (Draft of Government “at Risk” Content)

**Establish Value:** Most government agencies at all levels follow retentions schedules that identify records to be preserved regardless of format. Born digital records are often thought of as both a panacea and a highly risky media because of cost, changing formats, complexity of data, and lack of standards. The focus of this group is to identify best practice for acquiring electronic records through efficient batch processing that captures records in a format that is most easily preserved, while capturing the necessary metadata and assuring authenticity. **David’s Comment:** Seems like the focus of the group should be to identify best practices for all phases of the lifecycle of government records from creation, appraisal, guidance on formats, transfers of records along with their provenance and individual file content metadata, ingest and processing transfers into the archives, description of records, archival storage, versioning, risk assessment and planning, preservation actions like making transformations, and enabling access. We can decide that the initial focus is on just a few where we believe that we need it. **Group agreed to incorporate David’s comment.** In addition, management of electronic records through time is an equally important task.

### Recognize Opportunities:

- All levels of government often work together to collect data and solve problems
- Electronic records can facilitate access and are often more open to data analysis over time, if they have been migrated properly for comparative research.
- Automation of the preservation process is crucial to its success

**Target Audiences:** These audiences share multiple levels of local, state, national, and international interest:

- Federal government: LC sustainability standards and other NDIIPP projects; NARA life cycle management; GPO federal publications, and other federal agencies responsible for preservation, including the legal community.
- State: Archives and libraries
- Local municipalities: county and local government – especially including appraisal issues
- Commercial entities and non-governmental organizations – Vendors?
  - Preservation and Archiving Special Interest Group (PASIG)
  - NAGARA CERIS group
  - Society of American Archivist – Electronic Records Section
- International elements: TRAC and ISO Auditing Standard
- Research institutions: Universities and other research institutions
- General public at various levels of interest and needs

### **Educating Stakeholders:**

- Politicians and resource allocators & other stake holders need to appreciate preservation needs
- Records creators accept the responsibilities to transfer records in preservation ready form
- Archives and libraries need to be informed of how best practice can apply to their situation.

### **Obstacles and Risk Factors:** Possible risk factors and obstacles in government preservation.

- Analog data difficult to convert to digital
  - Volume
  - Rising costs as budgets are shrinking
  - Decay
- Obsolescence of digital media
  - Technology pace of change
  - Knowledge base of older equipment and formats

### David's Comments - Other risk factors might be:

\* associating accession level and individual files level metadata to the records themselves.

\*developing risk methodologies that identify digital file formats most at risk and appropriate mitigation strategies

\*getting agencies of government to buy into (adopt) whatever guidance we develop

Group agreed to incorporate David's comment, but the third statement needs to be re-worded, but keep meaning.

### **Action Focus:** Looked at adding POC for action items.

- Consider effort toward appraisal: particularly what kind of data needs to be preserved. John
- Determine what kind of permanent data is best used in electronic format for future use. Glen
- Develop the case for records creator's best practices. Linda will share assurance statement, but only a draft. It has not gone through approval process. Glen has a statement of architecture. Jason – Will assist with best practices, will see if Iron Mountain has documents that they can share. Will leave POC open at this time. Looking for volunteer.
- Establish best practice for preserving electronic records including replication, integrity checking and migration/format management. Linda DK?? group has a metadata list – Glen will see if he is able to share. Glen has a function list that he will share with the group. Linda will share function list from PeDALS once completed.

NDSA Meeting July 24-25, 2012 - Attendance

Anne  
Glenn

Linda – Will be attending the poster session to assist with the Content Working Group poster.

#### Action items till next meeting

Glenn will send a doodle poll for next meeting, targeting the last two weeks of August.  
Glenn working on adding meeting notes and shared documents to NDSA wiki.  
Members will share documents as listed above.